

9.5/11.

9 December 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Field Trip Recommendations

1. Following are the administrative problems which were called to my attention on my recent trip. DCI has directed that a report be made to me in writing with respect to the action taken on each of the recommendations as are approved and that to the extent that your office does not approve them the reasons be stated.

a. That we eliminate all shipment of household goods, but acquire furniture which we will own and supply to succeeding personnel at each station.

25X1 b. That we stop the practice of shipping personal automobiles. Part of the saving could be applied in increasing, where necessary, the number of [] cars.

25X1 c. That we not pay for drivers, except for the Senior Representatives in []

d. That we prepare a SECRET catalog of all special equipment available through TAD and make this available to each station chief.

e. That we concentrate on the development of a liquidator and smaller agent ratio and advise the station chief of the present status of such development.

f. That all our officers handling finances be bonded. I would recommend a blanket bond.

g. That it be made SOP that all administrative queries from the field shall be answered within forty-eight hours, even if only for acknowledgment.

25X1 h. That we stop all further shipment of paramilitary equipment to [] 25X1

25X1 i. That we authorize the conversion of part of the new buildings at [] as approved by the Staff Chief.

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25X1

k. That Personnel Officers be instructed never to promise pay increases to officers after they arrive in the field or to give job descriptions except in the most general details to personnel going to the field, and that in each case such personnel be specifically informed that job duties will be determined by the Chief of Station.

l. That we re-examine the new system of pouch manifests which causes considerable amount of extra work in the field.

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25X1

m. That additional standby funds be provided in the [redacted] Station which occasionally runs short.

25X1

25X1

n. That the Air Manual requested by [redacted] be obtained and that a check be made to see why the commo crew and photogra [redacted] have not received the equipment which they have requested.

25X1

o. That a revolving travel fund be lodged with the [redacted] at [redacted] to facilitate the prompt dispatch of technicians in the [redacted] area. We now have to pay the claims of travel funds through the [redacted] procedure.

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25X1

25X1

p. That Liaison approve the \$2,300.00 house allowance for [redacted] and his per diem as claimed.

25X1

2. I would appreciate being advised why [redacted] lost her allowances and was forced to become a "local" employee when she married with approval and also being advised whether we ever give some of living allowances to [redacted]

25X1

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25X1

3. For your information, [] was highly commended for his prompt and adequate handling of matters by one of the outstanding Finance Officers I met.

STUART H. DDEN
Inspector General

IN/SH:jck (25 November 1952)

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